Troubleshooting Career Technical Education (CTE) Reports

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Overview

CTE reports are generated for Local Education Agencies (LEAs) who have students reported with CTE EMIS data. CTE program funding is generated through CTE FTEs which are part of the CTE reports. This presentation will provide data verification and error resolution guidance.

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Outline

- CTE Level 2 Reports
- Accessing and Formatting Level 2 CTE Reports
- Understanding the CTE FTE Detail Report
- Connecting the CTE FTE Detail Report and the CTE Error Detail Reports
- Troubleshooting the CTE Error Detail Reports
- Understanding the CTE Summary Reports
- Requesting CTE Overrides
- CTE FTE Daily Summary Reports

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CTE Level 2 Reports

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CTE Level 2 Reports

- (CTEA-000) CTE FTE Detail
  - Full detail report by student and course
  - Report of students with errors on any of the error detail reports
- (CTEA-001) CTE Student Error Detail
  - Report of students with Error Result Codes
- (CTEA-002) CTE Course Error Detail
  - Report of courses with Error Result Codes
- (CTEA-003) CTE Staff Error Detail
  - Report of staff with Error Result Codes

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CTE Summary and Override Reports

- (CTEA-004) CTE FTE Summary by Course
  - Summary report by course with Course Potential and Actual FTEs
- (CTEA-005) CTE FTE Summary by Category
  - Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential and Actual FTEs
- (CTEA-006) CTE Approved Overrides
  - Report of overrides approved by the Office of Career Tech and applied to the CTE funding process

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CTE FTE Daily Summary Reports

- (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating
  - Contains CTE FTEs summed by CTE Fund Category Number
- (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number
- (CTEA-009) CTE FTE Daily Summary Report – Transfers
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number
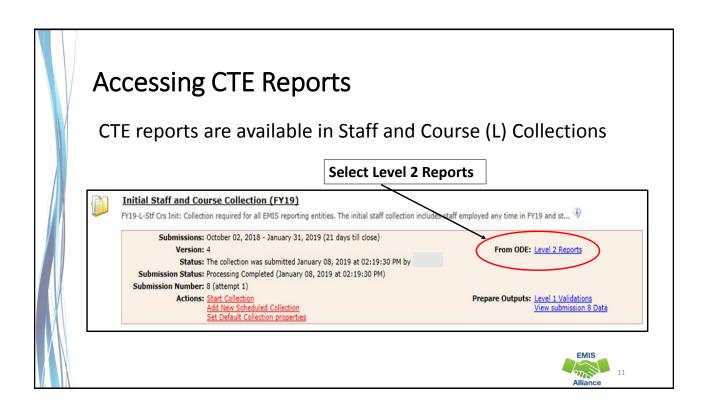
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CTE Report Data

- CTE reports use EMIS data from
    - Initial and Final Staff and Course (L) Collections
    - Calendar (C) Collections
    - Student (S) Collections
- CTE reports are updated nightly using EMIS data submitted as of 5pm
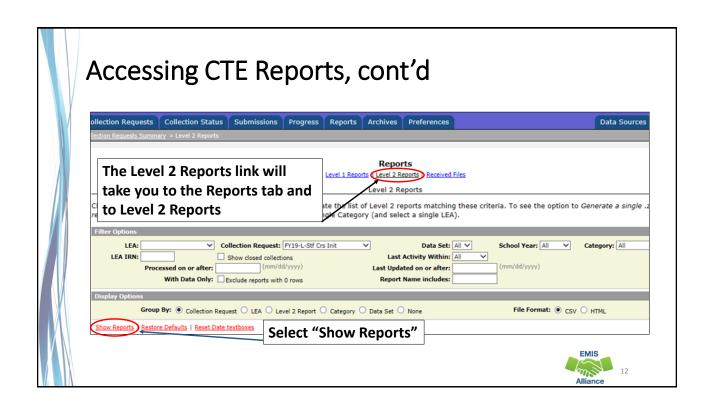- CTE reports can contain EMIS data from other LEAs

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Accessing and Formatting Level 2 CTE Reports

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Accessing CTE Reports

CTE reports are available in Staff and Course (L) Collections

Select Level 2 Reports

Initial Staff and Course Collection (FY19)
FY19-L-Stf Crs Init: Collection required for all EMIS reporting entities. The initial staff collection includes staff employed any time in FY19 and st...

Submissions: October 02, 2018 - January 31, 2019 (21 days till close)
Version: 4
Status: The collection was submitted January 08, 2019 at 02:19:30 PM by
Submission Status: Processing Completed (January 08, 2019 at 02:19:30 PM)
Submission Number: 8 (attempt 1)
Actions: Start Collection
Add New Scheduled Collection
Set Default Collection properties

From ODE: Level 2 Reports

Prepare Outputs: Level 1 Validations
View submission 8 Data

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Accessing CTE Reports, cont'd

The Level 2 Reports link will take you to the Reports tab and to Level 2 Reports

Select "Show Reports"

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Dates

- Process date – when the report was last run for the entire state
- Last Updated date – when report was updated with data that added, changed or removed rows
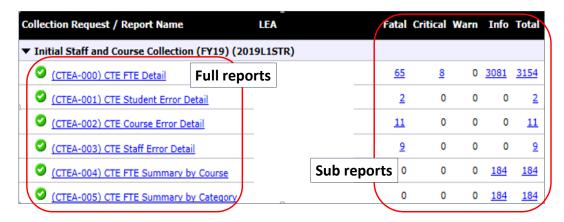- Submission – when LEA submitted data

Category	Data Set	Process Date	Last Upd Date	Submission
				(Count: 11)
Funding	L	01/05/19 00:00	01/10/19 00:00	22 on 01/04/19
Funding	L	01/05/19 00:00	11/18/18 00:00	22 on 01/04/19
Funding	L	01/05/19 00:00	12/28/18 00:00	22 on 01/04/19
Funding	L	01/05/19 00:00	12/13/18 00:00	22 on 01/04/19

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CTE Reports

Select a full report or a sub report by error severity

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total
▼ Initial Staff and Course Collection (FY19) (2019L1STR)						
✔ (CTEA-000) CTE FTE Detail **Full reports**		65	8	0	3081	3154
✔ (CTEA-001) CTE Student Error Detail		2	0	0	0	2
✔ (CTEA-002) CTE Course Error Detail		11	0	0	0	11
✔ (CTEA-003) CTE Staff Error Detail		9	0	0	0	9
✔ (CTEA-004) CTE FTE Summary by Course **Sub reports**		0	0	0	184	184
✔ (CTEA-005) CTE FTE Summary by Category		0	0	0	184	184

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Opening CTE Reports

Open CTE FTE Detail Report

From the Level 2 Reports screen or the ZIP file, open the CTE FTE Detail Report
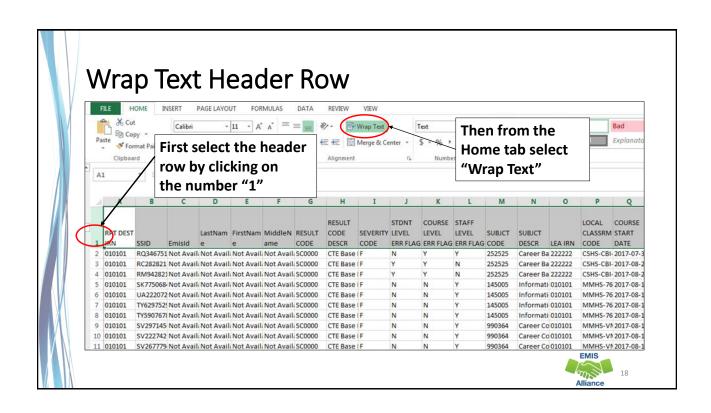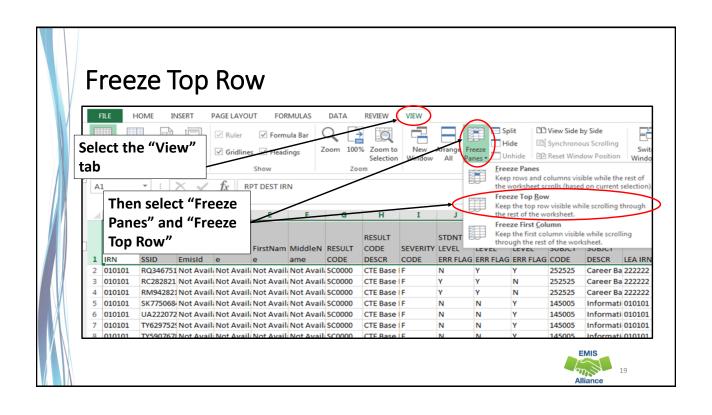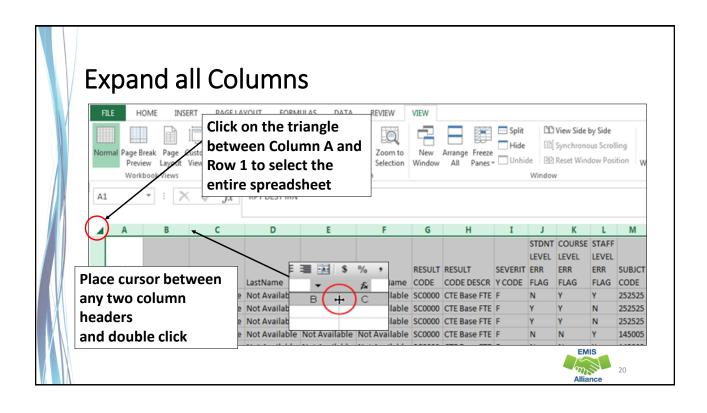
Formatting the CTE FTE Detail Report

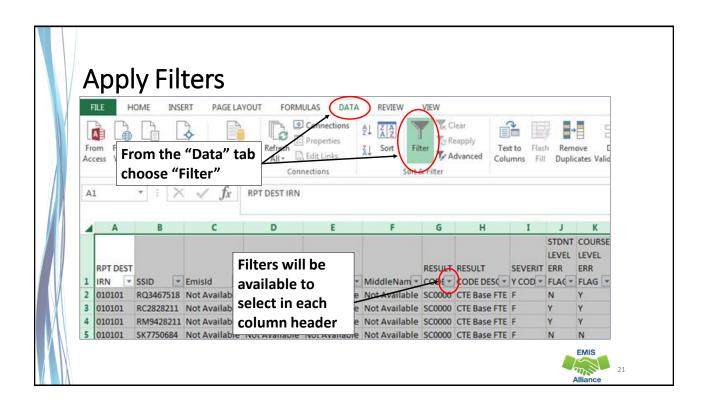The next series of slides will demonstrate these Excel basics

- Wrap text header row
- Freeze top row
- Expand all columns
- View formatted report with default sort
- Apply filters

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Wrap Text Header Row

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Freeze Top Row

Select the "View" tab

Then select "Freeze Panes" and "Freeze Top Row"

Expand all Columns

Click on the triangle between Column A and Row 1 to select the entire spreadsheet

Place cursor between any two column headers and double click

Apply Filters

From the "Data" tab choose "Filter"

Filters will be available to select in each column header

Quick Check

CTE reports contain a large amount of data and should be reviewed often. Knowing how to prepare the reports using Excel can make the data review process much easier. Saving your work between reviews can be helpful in troubleshooting issues over time.

- Are you able to access your most recent CTE reports?

- Can you format the CTE reports to prepare them for review?

- Did you add filters to all columns so they are ready to use as we work through the reports in upcoming slides?
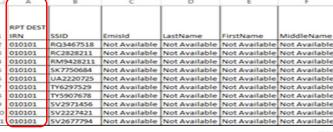
Understanding the CTE FTE Detail Report
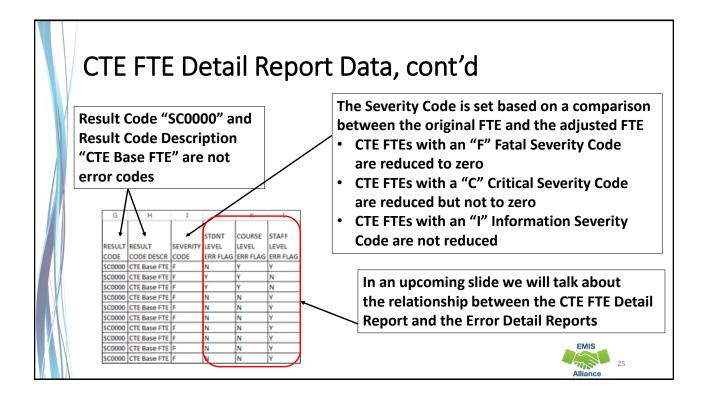
CTE FTE Detail Report Data

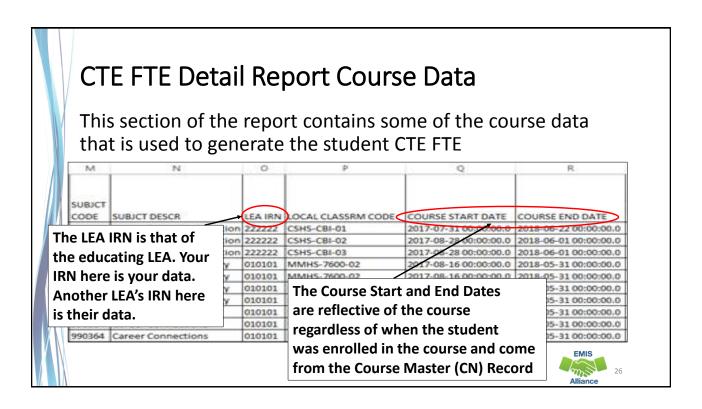Contains rows of CTE data by student and CTE course in which they are enrolled

- Students with changes to their Student Standing (FS) and/or Student Attributes Date Effective (FD) Records can have multiple rows of data on the CTE FTE Detail Report

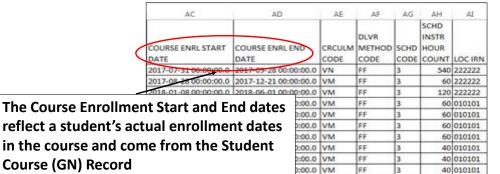**The first column contains the IRN of the LEA receiving the report**

	A	B	C	D	E	F
	RPT DEST IRN	SSID	EmisId	LastName	FirstName	MiddleName
	010101	RQ3467518	Not Available	Not Available	Not Available	Not Available
	010101	RC2828211	Not Available	Not Available	Not Available	Not Available
	010101	RM9428211	Not Available	Not Available	Not Available	Not Available
	010101	SK7750684	Not Available	Not Available	Not Available	Not Available
6	010101	UA2220725	Not Available	Not Available	Not Available	Not Available
7	010101	TY6297529	Not Available	Not Available	Not Available	Not Available
8	010101	TY5907678	Not Available	Not Available	Not Available	Not Available
9	010101	SV2971456	Not Available	Not Available	Not Available	Not Available
10	010101	SV2227421	Not Available	Not Available	Not Available	Not Available
11	010101	SV2677794	Not Available	Not Available	Not Available	Not Available

CTE FTE Detail Report Data, cont'd

Result Code "SC0000" and Result Code Description "CTE Base FTE" are not error codes

The Severity Code is set based on a comparison between the original FTE and the adjusted FTE
- CTE FTEs with an "F" Fatal Severity Code are reduced to zero
- CTE FTEs with a "C" Critical Severity Code are reduced but not to zero
- CTE FTEs with an "I" Information Severity Code are not reduced

In an upcoming slide we will talk about the relationship between the CTE FTE Detail Report and the Error Detail Reports

	G	H	I	J	K	L
	RESULT CODE	RESULT CODE DESCR	SEVERITY CODE	STDNT LEVEL ERR FLAG	COURSE LEVEL ERR FLAG	STAFF LEVEL ERR FLAG
	SC0000	CTE Base FTE	F	N	Y	Y
	SC0000	CTE Base FTE	F	Y	Y	N
	SC0000	CTE Base FTE	F	Y	Y	N
	SC0000	CTE Base FTE	F	N	N	Y
	SC0000	CTE Base FTE	F	N	N	Y
	SC0000	CTE Base FTE	F	N	N	Y
	SC0000	CTE Base FTE	F	N	N	Y
	SC0000	CTE Base FTE	F	N	N	Y
	SC0000	CTE Base FTE	F	N	N	Y
	SC0000	CTE Base FTE	F	N	N	Y

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CTE FTE Detail Report Course Data

This section of the report contains some of the course data that is used to generate the student CTE FTE

M	N	O	P	Q	R
SUBJCT CODE	SUBJCT DESCR	LEA IRN	LOCAL CLASSRM CODE	COURSE START DATE	COURSE END DATE
	...ion	222222	CSHS-CBI-01	2017-07-31 00:00:00.0	2018-06-22 00:00:00.0
	...ion	222222	CSHS-CBI-02	2017-08-28 00:00:00.0	2018-06-01 00:00:00.0
	...ion	222222	CSHS-CBI-03	2017-08-28 00:00:00.0	2018-06-01 00:00:00.0
	...y	010101	MMHS-7600-02	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0
	...y	010101	MMHS-7600-02	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0
	...y	010101			05-31 00:00:00.0
	...y	010101			05-31 00:00:00.0
		010101			05-31 00:00:00.0
		010101			05-31 00:00:00.0
990364	Career Connections	010101			05-31 00:00:00.0

The LEA IRN is that of the educating LEA. Your IRN here is your data. Another LEA's IRN here is their data.

The Course Start and End Dates are reflective of the course regardless of when the student was enrolled in the course and come from the Course Master (CN) Record

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CTE FTE Detail Report Course Data, cont'd

Additional columns containing course data are further to the right side of the report

The Course Enrollment Start and End dates reflect a student's actual enrollment dates in the course and come from the Student Course (GN) Record

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CTE FTE Detail Report Funding Data

Columns S through AB and AJ contain data used to determine the flow of funding as well as the CTE FTE values
- The next series of slides will review selected columns

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CTE FTEs

Career Tech is funded though student CTE FTEs

- Students associated with multiple LEAs can appear on more than one CTE FTE Detail Report
  - For example, students who attend community schools will also appear on the resident district's CTE FTE Detail Report since the funding passes through the resident district
- CTE FTEs are calculated for each row on the report
  - Students can have multiple CTE FTEs calculated for the same course due to changes to their Student Standing (FS) or Student Attribute Effective Date (FD) Record

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FTE Fund Patterns

- FTE Fund Pattern Codes (Column S)
  - Indicate how the funds will flow for that specific CTE FTE row
  - Examples, RGJV, JVNR, OJVR, etc.
- Initially Funded IRN (Column AB)
  - CTE FTE funding initially goes to this IRN
- Transferred to IRN (Column AA)
  - CTE FTE funding will be transferred to this IRN
  - When blank, the funding goes to the Initially Funded IRN

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Inclusion Codes

- Inclusion Codes (Column AJ) indicate where the CTE FTE will be counted
  - FULL – included in the ADM of the LEA receiving the report
  - NONE – not included in the ADM of the LEA receiving the report
- Inclusion codes can be confusing as to where the ADM is actually counting
  - Example, the Inclusion Code is set to FULL for COMM students for both the district of residence and the community school

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CTE Categories, Subject Codes, and Programs

Category 1: WFD in Agriculture and Environmental Systems, Construction Technologies, Engineering and Science Technologies, Finance, Health Science, Information Technology and Manufacturing Technologies
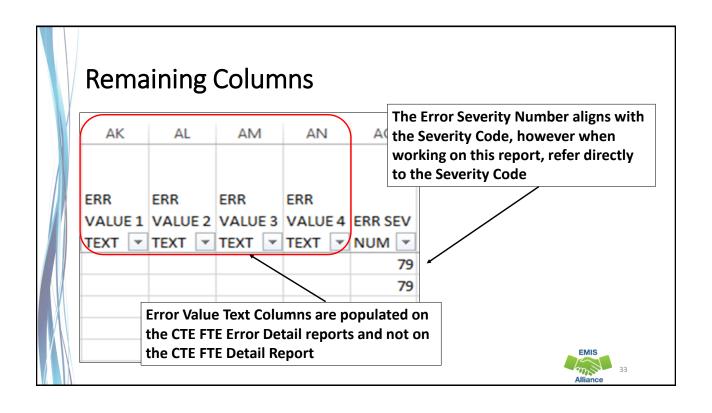
Category 2: WFD in Business Administration, Hospitality and Tourism, Human Services, Law and Public Safety, Transportation Systems and Arts and Communications

Category 3: Career Based Intervention Programs

Category 4: WFD in Education and Training, marketing, WFD in Academics, Public Administration and Career Development

Category 5: Family and Consumer Science Programs

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Remaining Columns

AK	AL	AM	AN	A(
ERR VALUE 1 TEXT	ERR VALUE 2 TEXT	ERR VALUE 3 TEXT	ERR VALUE 4 TEXT	ERR SEV NUM
				79
				79

The Error Severity Number aligns with the Severity Code, however when working on this report, refer directly to the Severity Code

Error Value Text Columns are populated on the CTE FTE Error Detail reports and not on the CTE FTE Detail Report

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Calculating CTE FTEs

- Original FTE
  - Calculated using student, course, and calendar EMIS data
- Adjusted FTE
  - Original FTE minus any adjustments applied from errors

V	X	Y	Z	AA	AB
DATE	FTE END DATE	ORIG FTE	ADJSTD FTE	TRNSFR TO IRN	INIT FUND IRN
00:00:00.0	2017-09-28 00:00:00.0	0.11422	0	222222	010101
00:00:00.0	2017-12-21 00:00:00.0	0.02989	0	222222	010101
00:00:00.0	2018-06-01 00:00:00.0	0.07065	0	222222	010101

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Original CTE FTE Calculation

Calculating the Original CTE FTE (aka Base or Potential CTE FTE)

- Numerator
    - (Student Course Days/Course Days) x Length of Scheduled Instruction
        - Student Course Days – days enrolled in course using the student's assigned calendar
        - Course Days – calendar days between course start and end from the Course Master (CN) Record
        - Length of Scheduled Instruction
- Denominator
    - Community Schools 920 hours
    - Other LEAs (including STEM districts) 1080 hours

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Course Days

- Use the Calendar Display Report to calculate
    - Course Days
    - Student Course Days
- Access the Calendar_Display.csv file from the submission files (aka preview or review files) in the Calendar Collection

Student Session Days	Student Session Hours	Student YTD Days	Student YTD Hours
1	6.17	4	24.68
5	30.85	9	55.53
5	30.85	14	86.38
5	28.68	19	115.06

Sum the Student Session Days for the length of the course and for time the student was enrolled in the course

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Non-Community School Student Example

- Student enrolled in course for 180 days
- Course days equal 180
- Length of Scheduled Instruction is 360 hours

(Student Course Days/Course Days) x Length of Scheduled Instruction

$$\frac{(180/180) \times 360}{1080} \quad \frac{1080 \text{ hours}}{} = \mathbf{0.333333}$$

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Community School Student Example

- Student enrolled in course for 172 days
- Course days equal 172
- Length of Scheduled Instruction is 360 hours

(Student Course Days/Course Days) x Length of Scheduled Instruction

$$\frac{(172/172) \times 360}{920} \quad \frac{920 \text{ hours}}{} = \mathbf{0.391304}$$

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Quick Check

The CTE FTE Detail Report contains data that should be verified. Errors should be corrected when possible. Review all of the data for accuracy and completeness.
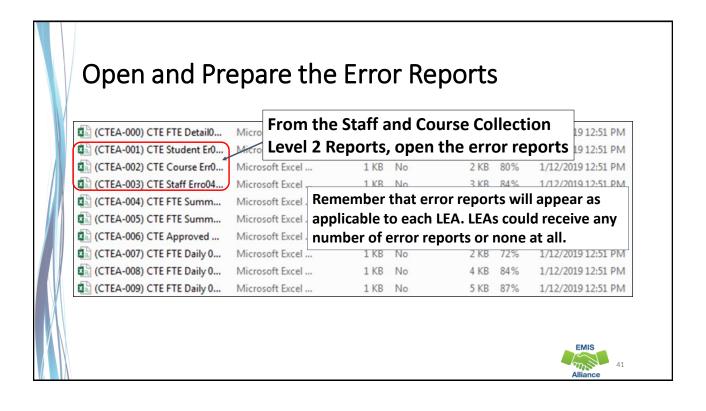
- Are all of your approved CTE program students appearing on the report?
- Are the CTE FTEs being calculated correctly?
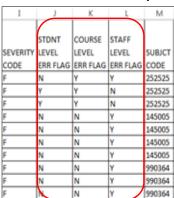- Can you confirm that the CTE FTE funding IRNs and FTE Fund Source codes are correct?

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Connecting the CTE FTE Detail Report and the CTE Error Detail Reports

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Open and Prepare the Error Reports

(CTEA-000) CTE FTE Detail0...	Micro					19 12:51 PM
(CTEA-001) CTE Student Er0...	Micro					19 12:51 PM
(CTEA-002) CTE Course Err0...	Microsoft Excel ...	1 KB	No	2 KB	80%	1/12/2019 12:51 PM
(CTEA-003) CTE Staff Erro04...	Microsoft Excel	1 KB	No	3 KB	84%	1/12/2019 12:51 PM
(CTEA-004) CTE FTE Summ...	Microsoft Excel					
(CTEA-005) CTE FTE Summ...	Microsoft Excel					
(CTEA-006) CTE Approved ...	Microsoft Excel					
(CTEA-007) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	2 KB	72%	1/12/2019 12:51 PM
(CTEA-008) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	4 KB	84%	1/12/2019 12:51 PM
(CTEA-009) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	5 KB	87%	1/12/2019 12:51 PM

From the Staff and Course Collection Level 2 Reports, open the error reports

Remember that error reports will appear as applicable to each LEA. LEAs could receive any number of error reports or none at all.

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Tying the CTE Reports Together

- This example is a segment of a CTE FTE Detail Report
- Student, Course, and Staff Level Error Flags indicate on which error report to find the error

	I	J	K	L	M
	SEVERITY CODE	STDNT LEVEL ERR FLAG	COURSE LEVEL ERR FLAG	STAFF LEVEL ERR FLAG	SUBJCT CODE
	F	N	Y	Y	252525
	F	Y	Y	N	252525
	F	Y	Y	N	252525
	F	N	N	Y	145005
	F	N	N	Y	145005
	F	N	N	Y	145005
	F	N	N	Y	145005
	F	N	N	Y	990364
	F	N	N	Y	990364
	F		N	Y	990364

- **Student Level Error Flag "Y"**
  (CTEA-001) CTE Student Error Detail
- **Course Level Error Flag "Y"**
  (CTEA-002) CTE Course Error Detail
- **Staff Level Error Flag "Y"**
  (CTEA-003) CTE Staff Error Detail

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CTE Student Error Detail Report

Student Level Error Flags of "Y" from the CTE FTE Detail Report will be listed on the CTE Student Error Detail Report with a Result Code that begins with "SC"

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SEVERITY CODE
010101	SC0001	CBI student not coded as disadvantaged	F
010101	SC0001	CBI student not coded as disadvantaged	F
010101	SC0001	CBI student not coded as disadvantaged	F
010101	SC0001	CBI student not coded as disadvantaged	F
010101	SC0014	Course CTE FTE is higher than student regular FTE	F
010101	SC0014	Course CTE FTE is higher than student regular FTE	F

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CTE Course Error Detail Report

Course Level Error Flags of "Y" from the CTE FTE Detail Report will be listed on the CTE Course Error Detail Report with a Result Code that begins with "CS"

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SUBJCT CODE
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300
010101	CS0018	Correlated class missing for CBI course	252525
010101	CS0018	Correlated class missing for CBI course	252525

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CTE Staff Error Detail Report

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	
010101	SF0002	Teacher does not have appropri...	...rse
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	

> Staff Level Error Flags of "Y" from the CTE FTE Detail Report will be listed on the CTE Staff Error Detail Report with a Result Code that begins with "SF"

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CTE Errors

- A student level error can reduce a single student's CTE FTE
- A course level error can reduce the CTE FTE for all of the students in the course
- A staff level error can reduce the CTE FTE for all students in courses that are affected by the staff error
- Currently all severity codes on the Error Detail Reports appear as fatal

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Quick Check

The CTE FTE Detail Report uses Error Flags to indicate which Error Detail Report contains an error for that row of data. Sometimes an error is for a single student and sometimes an error relates to a classroom or classrooms of students.

- Can you find the Error Flag columns on the CTE FTE Detail Report and find the error on the associated student, course, or staff error report?
- Do your errors apply to single students or to groups of students?
- Have you applied filters to your error reports so that we can review each error in the next set of slides?

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Troubleshooting the CTE Error Detail Reports

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Student Errors

(CTEA-001) CTE Student Error Detail
• Report of students with Error Result Codes

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SEVERITY CODE	
010101	SC0001	CBI student not coded as disadvantaged	F	RO0666248
010101	SC0001	CBI student not coded as disadvantaged	F	RO0666248
010101	SC0001	CBI student not coded as disadvantaged	F	RO0666248
010101	SC0001	CBI student not coded as disadvantaged	F	RO0666248
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0014	Course CTE FTE is higher than student regular FTE	F	PN6622862
010101	SC0014	Course CTE FTE is higher than student regular FTE	F	VW6604600

In the next series of slides we will filter on the Result Code and discuss troubleshooting the errors

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Student Error Result Code SC0001

CBI student not coded as disadvantaged or having a disability
• CTE FTE is reduced to zero (Fatal)
• For the duration of the student's enrollment in a Career Based Intervention Program (subject code 252525), disadvantgement must be reported as
   • academically disadvantaged, or
   • both academically disadvantaged and economically disadvantaged, or
   • both economically disadvantaged and with a disability condition
   • note that students with a disability should not be reported as academically disadvantaged
• Refer to the FD section of the EMIS Manual for detailed reporting instructions for the disadvantaged and disability elements

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Student Error Result Code SC0003

Grade level not valid for curriculum code
- CTE FTE is reduced to zero (Fatal)
- If Curriculum Code is **NOT** VM - CTE Middle Grade Course, students must be in grade levels 7 and higher
- Verify student state equivalent grade level reported on the Student Attributes Effective Date (FD) Record
- Grade level appears on the Student Error Detail report for quick reference
- If the data is correct, the error remains

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Student Error Result Code SC0006

VP course does not have a valid subject code
- CTE FTE is reduced to zero (Fatal)
- Curriculum Code VP – CTE Tech Prep Cooperative Program Anchor, reported for cooperative tech prep programs only where all students are required to be involved in paid work-site based instruction
- Verify that the subject code is valid for this VP course
- Refer to the CTE-26 for this program and to the FY19 CTE Program and Assessment Matrix FY19 CT Program Matrix tab

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Student Error Result Code SC0009

V3 pre-apprenticeship or entrepreneurship course not correlated
- CTE FTE is reduced to zero (Fatal)
- Course with curriculum code V3-CTE Related/Correlated and subject code of
  - 990361 Entrepreneurship Skills or
  - 990363 Essential Skills for Business or
  - 990365 Pre-Apprenticeship
- Must be correlated to an anchor course with a curriculum code of
  - VT-CTE Tech Prep Non-Cooperative Based Anchor or
  - VP-CTE Tech Prep Cooperative Program Anchor
    - see list of subject code options in the CTE FTE Report Explanation

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Student Error Result Code SC0013

Grade level not valid for curriculum code VM
- CTE FTE is reduced to zero (Fatal)
- Verify that the students in this VM - CTE Middle Grade Course are in grades 07, 08 or 09
  - Verify student state equivalent grade level reported on the Student Attributes Effective Date (FD) Record
  - Grade level appears on the Student Error Detail report for quick reference
  - Verify that the curriculum code of VM is correct, see the CTE-26

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Student Error Result Code SC0014

Student's <u>single course level CTE FTE</u> is greater than student's regular FTE

- CTE FTE is reduced (Critical)
- Occurs when the CTE FTE is greater than the regular base FTE
- CTE FTE is reduced to be no more than the base FTE
- Course-level FTE greater than student regular FTE due to
  - Incorrect student enrollment
  - Duplicate course reporting
  - Incorrect Length of Scheduled Instruction (CN100) for career tech course
  - Student enrolled in a CTE Course that generates a CTE FTE that is greater than the student's base FTE and if correctly reported, should be ignored

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Student Error Result Code SC0015

Student's <u>total CTE FTE</u> is greater than student's regular FTE

- CTE FTE is reduced (Critical)
- If student's total adjusted CTE FTE is greater than their total regular base FTE multiplied by 1.1 then the student's total CTE FTE is reduced to be no more than the total regular base FTE multiplied by 1.1
- This occurs when the total length of instruction for the CTE courses taken by a student exceeds 1080 for traditional districts and JVSDs or 920 hours for community schools

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Student Error Result Code SC0016

Subject code not valid for curriculum code VA or VB

- CTE FTE is reduced to zero (Fatal)
- VA CTE Applied Academic and VB CTE Applied Academic Advanced Placement
  - Cannot be reported with subject codes
    - 050014 Intervention English
    - 050119 Intervention Reading
    - 111950 Intervention Mathematics
    - 110190 Transition to High School Mathematics
    - 150400 Intervention Social Studies
    - 132900 Intervention Science
- Verify the curriculum code and subject codes are reported correctly for this course as they appear on the CTE-26

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Student Error Result Code SC0017

Student has a non-fundable fund pattern code

- CTE FTE is reduced to zero (Fatal)
- **NFRG** Non-fundable situation
- **NFER** Not fundable, based on errors in coding
- The student will appear with a non-fundable FTE Fund Pattern Code on the current Student Collection, Level 2 Reports, (FTED-001) FTE Detail Report
- Verify this student's EMIS coding on the Student Standing (FS) and Student Attributes Effective Date (FD) Records
- Verify EMIS student data in ODDEX History for shared students

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Course Errors

(CTEA-002) CTE Course Error Detail

- Report of courses with Error Result Codes

In the next series
of slides we will filter on the
Result Code and discuss
troubleshooting the errors

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR		
010101	CS0001	Curriculum code reported is not valid for the reported subject code		Manufacturing
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300	Manufacturing
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300	Manufacturing
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300	Manufacturing
010101	CS0018	Correlated class missing for CBI course	252525	Career Based Intervention
010101	CS0018	Correlated class missing for CBI course	252525	Career Based Intervention
010101	CS0018	Correlated class missing for CBI course	252525	Career Based Intervention

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Course Error Result Code CS0001

Curriculum code reported is not valid for the reported subject code

- CTE FTE is reduced to zero (Fatal)
- Curriculum code and subject code combination reported for the course does not exist in the FY19 CTE Matrix
- Curriculum code 'PS' College Credit Plus (CCP) reported with a delivery method code other than 'CP' Career Tech College Credit Plus Course
- Valid curriculum codes for each subject code can be found in the FY19 CTE Program and Assessment Matrix

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Course Error Result Code CS0003

V3 course not correlated to an anchor course

- CTE FTE is reduced to zero (Fatal)
- Course is reported as V3 CTE Related/Correlated and not correlated to
    - VN CTE Non-Cooperative Based Anchor or
    - VT CTE Tech Prep Non-Cooperative Based Anchor or
    - VP CTE Tech Prep Cooperative Program Anchor
- Check the CTE-26 and add the appropriate CTE Correlated Class (CV) Record

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Course Error Result Code CS0004

Instructional hours reported are less than the minimum hours required

- CTE FTE is reduced to zero (Fatal)
- FTE will be reduced if the hours reported are less than the minimum hours allowed per the CTE Program and Assessment Matrix
- Verify CTE Hours of Scheduled Instruction on the CTE-26
- Check the 2019 CTE Program and Assessment Matrix

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Course Error Result Code CS0007

Instructional hours reported are greater than the maximum hours allowed

- CTE FTE is reduced (Critical)
- FTE will be reduced to the max hours allowed per the CTE Matrix
- Verify CTE Hours of Scheduled Instruction on the CTE-26
- Check the 2019 CTE Program Matrix for maximum hour values
- Do Mapped Local Classroom Code (CM) Records need to be reported?
    - Refer to EMIS Manual Section 4.6 Mapped Local Classroom Code (CM) Record for guidance

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Course Error Result Code CS0008

Course reported with non-academic subject code and curriculum code VA or VB, not valid for funding

- CTE FTE is reduced to zero (Fatal)
- VA-CTE Applied Academic or VB-CTE Applied Academic Advanced Placement
- Subject code must begin with
    - 05 – English Language Arts
    - 11 - Mathematics
    - 13 - Science
    - 15 – Social Studies
- Check the subject code being reported against what appears on the CTE-26

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Course Error Result Code CS0020

Workforce Development Course not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- Program of Concentration of a Workforce Development course not approved by the Office of CTE – No approved CTE-26
  - Verify the building IRN being reported correctly
  - Verify the location IRN matches the CTE-26
  - Verify the subject code is aligned with the Program of Concentration
  - Was the CTE-26 approved prior to the CTE-26 process being placed online?
- If all reported data is correct, Contact the Office of Career Tech to verify that this is an approved program

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Course Error Result Code CS0021

Anchor course VP and course V3 are not correlated

- CTE FTE is reduced to zero (Fatal)
- Report a CTE Correlated Class (CV) Record for
  - VP CTE Tech Prep Cooperative Program Anchor
  - V3 CTE Related/Correlated
- Check the CTE-26
- Report a CTE Correlated Class (CV) Record

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Course Error Result Code CS0023

CBI or FCS/GRADS programs not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- CBI - Career Based Intervention
- FCS/GRADS - Family and Consumer Sciences/Graduation, Reality and Dual Role Skills
- Program reported with a location IRN that is not approved by the Office of CTE
- Verify the accuracy of the location IRN being reported for this course

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Course Error Result Code CS0024

Senior Only Credential not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- Senior Only Credentialed course (38XXXX)
  - These subject codes start with "38" and end with the four character Assessment Area Code of the Industry Credential Code that is associated with the course
- Subject code and location IRN combination not approved by Office of CTE
- Check the CTE-26 for the correct subject code and location IRN

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Course Error Result Code CS0025

CTE academic course not approved by the Office of CTE
- CTE FTE is reduced to zero (Fatal)
- Program is Workforce Development, or CBI, or FCS/GRADS
- CTE Academic course in this program is reported with a location IRN that is not approved
- Check the CTE-26 for the correct location IRN
- Make correction to the location IRN as appropriate

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Staff Errors

(CTEA-003) CTE Staff Error Detail
- Report of staff with Error Result Codes

In the next series of slides we will filter on the Result Code and discuss troubleshooting the errors

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	
010101	SF0002	Teacher does not have appropriate certificate/licens	
010101	SF0002	Teacher does not have appropriate certificate/licens	
010101	SF0002	Teacher does not have appropriate certificate/licens	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115

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Staff Errors, cont'd

- When multiple teachers are associated with a course, the teacher who appeared on the Teacher Licensure Course Status Report (TLC) will be listed on this report

- Errors on the CTE Staff Error Detail Report can affect an entire classroom of students, so a single line on this report could cause multiple students to be affected on the CTE FTE Detail Report

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Staff Error Result Code SF0002

Teacher does not have appropriate certificate/license to teach course

- CTE FTE is reduced to zero (Fatal)
- Verify the teacher's licensure using the Educator Search Tool
  - https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/EducatorSearch.aspx
- Initial Staff and Course (L) data is used for this check
- If the teacher is certified to teach the course, and the course is coded correctly, contact the Office of CTE to request an override

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Staff Error Result Code SF0003

Teacher does not meet appointment or status requirements
- CTE FTE is reduced to zero (Fatal)
- If the Curriculum Code begins with a "V" at least one teacher must be reported with
  - Type of Appointment Element of 1-Certificated/licensed, or 2-Classified, or 3-Internship, or 4-Six-hour lay teacher
  - Position Type R-Regular
  - Position Status C-Current, or A-Contracted personnel/agency, or I-Contracted personnel – individual
  - Position Fund Source L – Local Funds and/or State Foundation Funds
- If incorrectly reported, correct the data in the Final L Collection and contact the Office of Career Tech for guidance

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Staff Error Result Code SF0004

The total CTE length of scheduled instruction for this teacher is greater than 1080 hours
- CTE FTE is reduced (Critical)
- Do Mapped Local Classroom Code (CM) Records need to be reported?
  - Refer to EMIS Manual Section 4.6 Mapped Local Classroom Code (CM) Record for guidance
- Is this teacher teaching at multiple LEAs?
  - When a teacher teaches at multiple LEAs all hours are used in this check
- When there are multiple teachers associated with the course who are all over 1080 hours, the one with the lowest hours is used. In the case of a tie, the lowest Staff ID is used

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Staff Error Result Code SF0005

Teacher of Teaching Profession course does not meet degree level requirement

- CTE FTE is reduced to zero (Fatal)
- If subject code is reported as Teaching Profession course
  - 350011 - Teaching Professions or
  - 350020 - Curriculum and Instruction for Teaching Professions
- Staff must have Master's Degree or higher
- Staff Demographic (CI) Record Education Level Element must be
  - 3-Masters or
  - 5-Doctorate

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Staff Error Result Code SF0006

Course does not have a teacher assigned

- CTE FTE is reduced to zero (Fatal)
- Adjustment generated when course does not have a teacher assigned
- Check that a valid staff member is assigned to this course during Initial Staff and Course (L)
  - If staff member was not reported, then no CTE FTE funding is generated
  - Look for a fatal error or an excluded staff issue in the Staff and Course (L) Collection

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Staff Error Result Code SF0007

The total length of scheduled CCP CTE instruction for this teacher is greater than 1080 hours

- CTE FTE for students taught by this teacher is reduced by a factor equal to 1080/ Total Length of Scheduled Instruction
- Only applicable to CCP CTE courses
- Check teacher's courses and if under 1080 hours, ask your ITC to put a helpdesk ticket to ODE EMIS to see if this teacher is being reported by another LEA

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Quick Check

Resolving CTE FTE errors can require data correction and can sometimes require contacting the Office of Career Tech or the ODE EMIS Office

- Are you using the CTE FTE Report Explanation to understand the errors?
- Does the EMIS data align with the CTE-26 and the CTE Program and Assessment Matrix?
- Are you submitting updated EMIS data as changes are made?
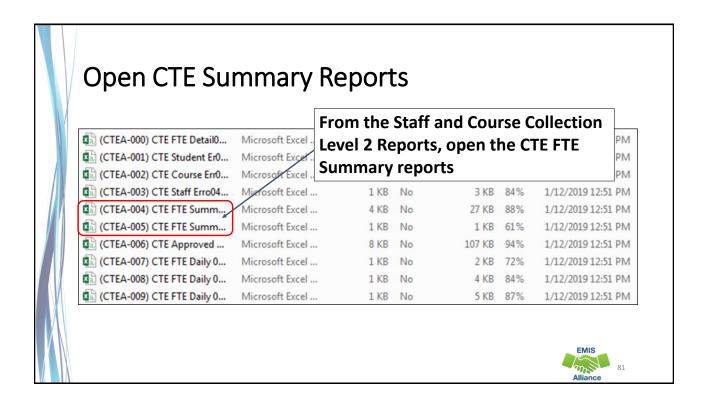
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Understanding CTE Summary Reports

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CTE Summary Reports

- (CTEA-004) CTE FTE Summary by Course
  - Summary report by course with Course Potential FTE and Course Actual FTE
- (CTEA-005) CTE FTE Summary by Category
  - Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential FTE and Course Actual FTE

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Open CTE Summary Reports

From the Staff and Course Collection Level 2 Reports, open the CTE FTE Summary reports

(CTEA-000) CTE FTE Detail0...	Microsoft Excel ..						PM
(CTEA-001) CTE Student Er0...	Microsoft Excel ..						PM
(CTEA-002) CTE Course Err0...	Microsoft Excel ..						PM
(CTEA-003) CTE Staff Erro04...	Microsoft Excel ...	1 KB	No	3 KB	84%	1/12/2019 12:51 PM
(CTEA-004) CTE FTE Summ...	Microsoft Excel ...	4 KB	No	27 KB	88%	1/12/2019 12:51 PM
(CTEA-005) CTE FTE Summ...	Microsoft Excel ...	1 KB	No	1 KB	61%	1/12/2019 12:51 PM
(CTEA-006) CTE Approved ...	Microsoft Excel ...	8 KB	No	107 KB	94%	1/12/2019 12:51 PM
(CTEA-007) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	2 KB	72%	1/12/2019 12:51 PM
(CTEA-008) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	4 KB	84%	1/12/2019 12:51 PM
(CTEA-009) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	5 KB	87%	1/12/2019 12:51 PM

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(CTEA-004) CTE FTE Summary by Course

Summary report by course with Course Potential FTE and Course Actual FTE

- Verify that all courses are listed and that all data is correct
- If actual and potential FTEs are different, refer to the error reports

	B	C	D	E	F	G	H	I	J	K	L
1	SUBJCT CODE	SUBJCT DESCR	LOCAL CLASSRM CODE	COURSE START DATE	COURSE END DATE	CRCULM CODE	DLVR METHOD CODE	CTE FUND CAT NUMBER	Total Course Potential FTE	Total Course Actual FTE	ERR SEV NUM
2	010120	Mechanical Principles	01AG-MP-G-07	2017-08-16 00:00:00.0	2018-05-24 00:00:00.0	VT	FF	1	0.137037	0.137037	15
3	010710	Natural Resources	10-80651-1	2017-08-14 00:00:00.0	2018-05-31 00:00:00.0	VT	FF	1	2.405746	2.258191	15
4	010720	Environmental Science for Agriculture an	10-80681-1	2017-08-14 00:00:00.0	2018-05-31 00:00:00.0	VT	FF	1	3.03704	2.93867	15
5	010725	Environmental Systems Management	10-80701-1	2017-08-14 00:00:00.0	2018-05-31 00:00:00.0	VT	FF	1	3.03704	2.93867	15
6	010735	Park and Recreational Management	GRRC-01N2A-01	2017-08-16 00:00:00.0	2017-12-19 00:00:00.0	VT	FF	1	0.208333	0.208333	15
7	010740	Urban Forestry	GRRC-01N2B-02	2018-01-03 00:00:00.0	2018-05-24 00:00:00.0	VT	FF	1	0.208333	0.208333	15
8	010745	Wildlife and Fisheries	10-80671-1	2017-08-14 00:00:00.0	2018-05-31 00:00:00.0	VT	FF	1	2.405746	2.258191	15
9	050160	Integrated English Language Arts I	CSSS-300-01	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0	VA	FF	4	0.148148	0.148148	15
10	050160	Integrated English Language Arts I	CSSS-300-01	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0	VA	FF	4	0.099048	0.099048	15

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CTE FTE Summary by Category (CTEA-005)

Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential and Actual FTEs

- Overview of CTE data that could be useful when comparing data from week to week
- Not a funding flow report as does not contain FTE Inclusion Codes or Funding IRNs

	A	B	C	D	E	F
1	RPT DEST IRN	FTE FUND PTTRN CODE	CTE FUND CAT NUMBER	Total Course Potential FTE	Total Course Actual FTE	ERR SEV NUM
2	010101	COMM	1	0.81087	0.81087	15
3	010101	COMM	3	2.96831	1.979649	15
4	010101	COMM	5	0.650152	0.650152	15
5	010101	CTID	1	0.303704	0.205334	15
6	010101	CTID	4	0.151852	0.102667	15
7	010101	CTVC	0	0.048216	0.040382	15
8	010101	CTVC	1	12.312847	7.459073	15
9	010101	CTVC	2	6.579885	5.61211	15
10	010101	CTVC	4	1.46759	1.050776	15
11	010101	OJVD	0	0.251852	0.251852	15

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Requesting
CTE Overrides

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CTE Overrides

- When CTE EMIS data is correct and CTE errors are generated, sometimes it is appropriate to request an override

- Once an override is approved, a CTE Approved Override Report will be generated in the Staff and Course (L) Collection Level 2 Reports

- The approved override will restore the CTE FTE for students affected by the error and the error will no longer appear in a CTE error report

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CTE Approved Overrides

(CTEA-006) CTE Approved Overrides Report

- will contain students who had adjusted CTE FTEs due to any type of error (student, course, or staff errors) for which an override was approved

LEGAL DIST OF RES IRN	STATE EQUIV GRADE LEVEL CODE	FTE START DATE	FTE END DATE	ORIG FTE	ADJSTD FTE	TRNSFR TO IRN	INIT FUND IRN
010101	07	2018-01-03 00:00:00.0	2018-05-24 00:00:00.0	0	-0.055556		010101
010101	08	2017-08-16 00:00:00.0	2017-09-26 00:00:00.0	0	-0.018954		010102
010101	08	2017-10-17 00:00:00.0	2017-12-21 00:00:00.0	0	-0.027451		010103
010101	08	2017-09-27 00:00:00.0	2017-10-16 00:00:00.0	0	-0.00915		010104
010101	08	2018-01-03 00:00:00.0	2018-05-24 00:00:00.0	0	-0.055556		010105
010101	07	2017-08-16 00:00:00.0	2017-12-21 00:00:00.0	0	-0.055556		010106

The Adjusted FTE column will contain the CTE FTE amount that is being restored due to the approved override

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Office of Career Tech

- To contact the Office of Career Tech, districts should call the main number (877-644-6338) and ask for a Career Technical Education Data Manager
- Some instances where districts should contact the Office of Career Tech
  - Career Technical Overrides
  - CTE-26 approval process
  - CTE Accountability
  - CTE Report Card

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Quick Check

CTE overrides are sometimes necessary to allow CTE programs to be funded correctly. An override request can sometimes take a considerable amount of time to process. Submitting override requests as early as possible is recommended.

- Have you identified an issue that may require a CTE override?
- Have you contacted the Office of Career Tech to request an override?
- Did you check to see that an (CTEA-006) CTE Approved Overrides Report was received?

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CTE FTE Daily Summary Reports

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CTE FTE Daily Summary Reports

- Contain student CTE FTEs calculated from EMIS data that was processed on ten specific dates

- Should be reviewed often to identify fluctuations in the amount of CTE FTEs being generated from specific submissions

- Are separated by educating/funding situations which can be tied back to the CTE FTE Detail Report

- Contain result codes that are not an indication of an error but rather identify student education/funding situations

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CTE FTE Daily Summary Reports, cont'd

- (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating
  - Contains CTE FTEs summed by CTE Fund Category Number
- (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number
- (CTEA-009) CTE FTE Daily Summary Report – Transfers
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number

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CTE FTE Run Dates

- All three daily summary reports contain the same 10 Run Date Columns
- Most recent CTE FTEs are to the left and prior CTE FTEs are to the right

H	I	J	K	L	M	N	O	P	Q
LATEST RUN DATE- 01/10/2019	PRIOR RUN DATE- 01/08/2019	SEC PRIOR RUN DATE- 01/06/2019	THIRD PRIOR RUN DATE- 01/04/2019	FOURTH PRIOR RUN DATE- 01/03/2019	WEEK PRIOR RUN DATE- 01/03/2019	TWO WEEK PRIOR RUN DATE- 12/27/2018	MONTH PRIOR RUN DATE- 12/11/2018	TWO MONTH PRIOR RUN DATE- 11/11/2018	THIRTY DAY AVG
86.791793	86.791793	86.733444	86.658135	86.658135	86.658135	86.658135	86.658135	87.398331	86.679549
18.808156	18.808156	18.808156	18.808156	18.808156	18.808156	18.808156	18.808156	19.133916	18.808156
0	0	0	0	0	0	0	0	0	0
5.793675	5.793675	5.793675	5.793675	5.793675	5.793675	5.695526	5.36219	5.535159	5.669832
0.618055	0.618055	0.618055	0.618055	0.618055	0.618055	0.618055	0.618055	0.467392	0.618055
2.642087	2.642087	2.642087	2.642087	2.642087	2.642087	2.674336	2.630984	2.437914	2.660508
0.483501	0.43587	0.43587	0.43587	0.43587	0.43587	0.43587	0	0	0.4402
0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248
0.057806	0.057806	0.057806	0.057806	0.057806	0.057806	0.057806	0.057806	0	0.057806

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CTE FTE Run Dates, cont'd

Look for fluctuations in the CTE FTE values as these could affect payments

Select the blank cells below the CTE FTE values and select AutoSum from the Formulas tab to more easily find fluctuations

Thirty Day Average

LATEST RUN DATE- 01/10/2019	PRIOR RUN DATE- 01/08/2019	SEC PRIOR RUN DATE- 01/06/2019	THIRD PRIOR RUN DATE- 01/04/2019	FOURTH PRIOR RUN DATE- 01/03/2019	WEEK PRIOR RUN DATE- 01/03/2019	TWO WEEK PRIOR RUN DATE- 12/27/2018	MONTH PRIOR RUN DATE- 12/11/2018	MONTH PRIOR RUN DATE- 11/11/2018	PRIOR YEAR
86.791793	86.791793	43.733444	86.658135	86.658135	86.658135	86.658135	86.658135	87.398331	86.679549
0	0	0	0					0	0
5.793675	5.793675	5.793675	5.793675					5.535159	5.669832
0.618055	0.618055	0.618055	0.618055					0.467392	0.618055
0.483501	0.43587	0.43587	0.43587					0	0.4402
0.097248	0.097248	0.097248	0.097248					0.097248	0.097248
3.224378	3.224378	3.224378	3.224378	3.224378	3.224378	3.224378	3.255938	3.226703	3.216721
0.116666	0.116666	0.116666	0.116666	0.116666	0.116666	0.116666	0.116666	0.116666	0.116666
97.125316	97.077685	54.019336	96.944027	96.944027	96.944027	96.845878	96.108232	96.841499	96.838271

Dip in CTE FTEs after this run. Issue was resolved and subsequent run is higher

Q10 ... =SUM(Q2:Q9)

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Error Severity Codes

Error Severity looks at the Thirty Day Average value and compares it to the value from the Latest Run to draw attention to differences that may be of concern. You can miss it if you don't look often.

The Fatal (F) in the first line indicates a drop from the Thirty Day Average value to zero

MNIFST CODE	RPT DEST IRN	ERR SEV CODE	RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CT CAT NUMBER	SHORT NAME	ACTIVE FLAG	LATEST RUN	THIRTY DAY AVG
2018L2FNL	010101	F	SC0110	District is initially funded - no transfer	CTEA-008	1		Y	0	214.443993
2018L2FNL	010101	C	SC0110	District is initially funded - no transfer	CTEA-008	2		Y	100.061703	123.684276
2018L2FNL	010101	W	SC0110	District is initially funded - no transfer	CTEA-008	3		Y	112.475788	119.655085
2018L2FNL	010101	W	SC0110	District is initially funded - no transfer	CTEA-008	4		Y	502.269293	386.382531
2018L2FNL	010101	I	SC0110	District is initially funded - no transfer	CTEA-008	5		Y	386.382531	386.382531

Critical (C) indicates a decrease of 10% or more (but not to zero) in the Latest Run

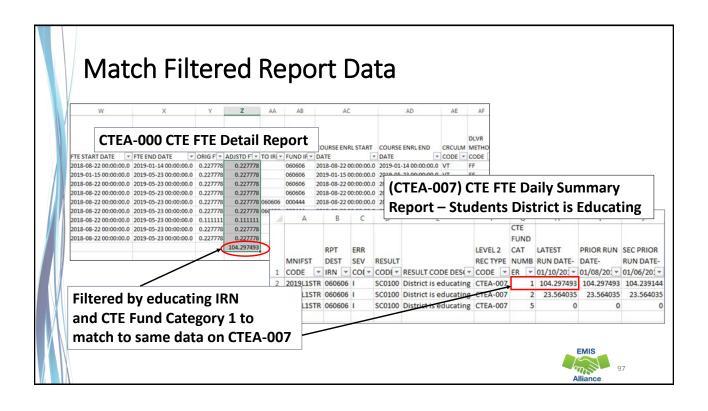**Warning (W) indicates a decrease of 5% to 10% but not to zero or an increase of 20% or more**

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CTEA-007 Students District is Educating

- Includes CTE FTEs for students the LEA is educating regardless if the district is initially funded or if the funding will transfer to another LEA
- Result Code is SC0100 – Students LEA is educating
  - This is the only result code on the CTEA-007 report
  - Can appear for any LEA type
- Match the data to the CTEA-000 CTE FTE Detail report to identify the students as part of a troubleshooting process
  - Filter on LEA IRN (educating) = IRN of entity receiving the report
  - Filter on CTE Fund Category Number

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Filter the CTEA-000 CTE FTE Detail Report

LEA IRN column, select educating IRN. For this demonstration 060606 is the educating IRN.

CTE Fund CAT Number column, select a category number. In this demonstration, we will select 1.

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Match Filtered Report Data

CTEA-000 CTE FTE Detail Report

(CTEA-007) CTE FTE Daily Summary Report – Students District is Educating

Filtered by educating IRN and CTE Fund Category 1 to match to same data on CTEA-007

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CTEA-008 Students Initially Funded at District

- Includes CTE FTEs of students for which the LEA is initially funded
- Contains Result Codes indicating the LEA is initially funded and break down transfer information by student situation
- Displays CTE FTEs as initially funded, positive amounts
- Can be matched to the CTEA-000 CTE FTE Detail Report

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Initially Funded Students – No Transfer

- CTEA-000 CTE FTE Detail Report
  - First filter on Initially Funded IRN = IRN of entity receiving the report
  - Add second filter - Transfer to IRN = Blank
  - Sum Adjusted CTE FTE by CTE Fund Category
- CTEA-008 CTE FTE Daily Summary Report – Students Initially Funded
  - For Result Code SC0110 – no transfer of funds

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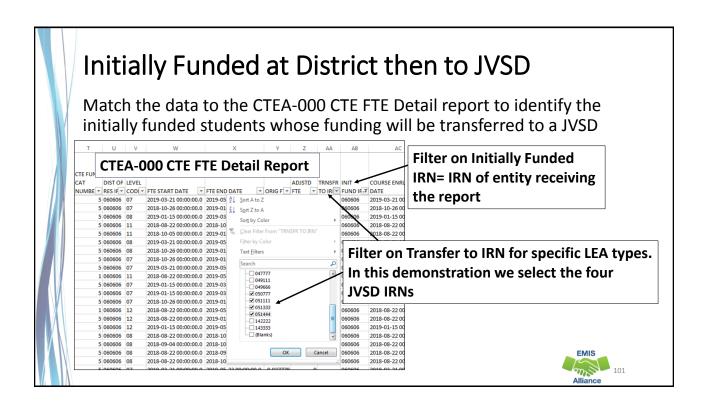99

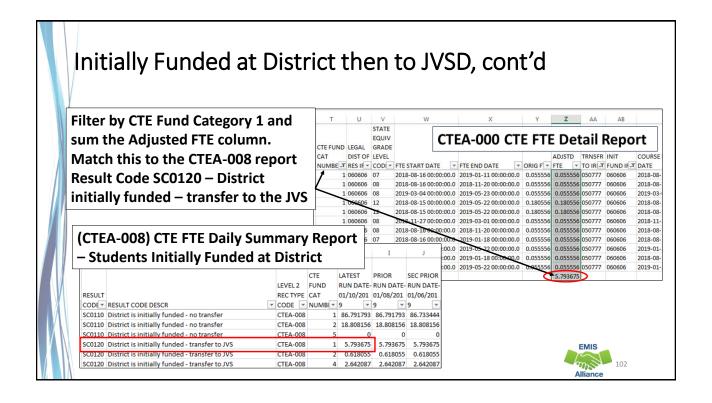# Initially Funded Students – Transfer to JVSD

- CTEA-000 CTE FTE Detail Report
  - First filter on Initially Funded IRN = IRN of entity receiving the report
  - Add second filter - Transfer to IRN = JVSD IRN(s)
  - Sum Adjusted CTE FTE by CTE Fund Category
- CTEA-008 CTE FTE Daily Summary Report – Students Initially Funded
  - Result Code SC0120 – funds transferred to a JVSD

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Initially Funded at District then to JVSD

Match the data to the CTEA-000 CTE FTE Detail report to identify the initially funded students whose funding will be transferred to a JVSD

CTEA-000 CTE FTE Detail Report

Filter on Initially Funded IRN= IRN of entity receiving the report

Filter on Transfer to IRN for specific LEA types. In this demonstration we select the four JVSD IRNs

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Initially Funded at District then to JVSD, cont'd

Filter by CTE Fund Category 1 and sum the Adjusted FTE column. Match this to the CTEA-008 report Result Code SC0120 – District initially funded – transfer to the JVS

CTEA-000 CTE FTE Detail Report

(CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District

RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CTE FUND CAT NUMB	LATEST RUN DATE- 01/10/2019	PRIOR RUN DATE- 01/08/2019	SEC PRIOR RUN DATE- 01/06/2019
SC0110	District is initially funded - no transfer	CTEA-008	1	86.791793	86.791793	86.733444
SC0110	District is initially funded - no transfer	CTEA-008	2	18.808156	18.808156	18.808156
SC0110	District is initially funded - no transfer	CTEA-008	5	0	0	0
SC0120	District is initially funded - transfer to JVS	CTEA-008	1	5.793675	5.793675	5.793675
SC0120	District is initially funded - transfer to JVS	CTEA-008	2	0.618055	0.618055	0.618055
SC0120	District is initially funded - transfer to JVS	CTEA-008	4	2.642087	2.642087	2.642087

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Initially Funded Students – Transfer to COMM/STEM

- CTEA-000 CTE FTE Detail Report
  - First filter on Initially Funded IRN = IRN of entity receiving the report
  - Add second filter – Fund Pattern Code = COMM and STEM
  - Sum Adjusted CTE FTE by CTE Fund Category
- CTEA-008 CTE FTE Daily Summary Report – Students Initially Funded
  - For Result Code SC0130 – funds transferred to a Community School/STEM

Initially Funded Students – Transfer to Other District

- CTEA-000 CTE FTE Detail Report
  - First filter on Initially Funded IRN = IRN of entity receiving the report
  - Add second filter - Transfer to IRN = Traditional District IRN(s)
  - Sum Adjusted CTE FTE by CTE Fund Category
- CTEA-008 CTE FTE Daily Summary Report – Students Initially Funded
  - For Result Code SC0140 – funds transferred to another district

CTEA-009 Transfers

- Includes CTE FTEs that will either transfer in or out from the LEA receiving the report
- Displays CTE FTEs that transfer in as positive amounts and CTE FTEs that transfer out as negative amounts
- Includes CTE FTEs for students who are
  - in open enrollment situations
  - in specific non-open enrollment situations
  - attending community schools or STEM schools
- Can be matched to the CTEA-000 CTE FTE Detail Report

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Result Codes

- SC0150 – Open-enrolled in, initially funded elsewhere and funding transferred to educating LEA (positive amount)
- SC0160 – Open-enrolled out, initially funded then funding is transferred to the educating LEA (negative amount)
- SC0170 – Non open-enrolled in, initially funded elsewhere then funding is transferred to educating LEA (positive amount)
- SC0180 – Non open-enrolled out, initially funded then funding is transferred to the educating LEA (negative amount)
- SC0190 – Community School/STEM educating, funding transferred in (positive amount)
- SC0200 – Resident student at Community School/STEM, funding transferred (negative amount)

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Open Enrollment Transfers

- CTEA-000 CTE FTE Detail Report
  - First filter on Fund Pattern Codes OPID, OJVD, and OPDD
  - Add filter in Inclusion Code Column – NONE match to Result Code SC0150 ~OR~
  - Add filter in Inclusion Code Column – FULL match to Result Code SC0160
  - Sum the Adjusted FTE by CTE Fund Category
- CTEA-009 CTE FTE Daily Summary Report – Transfers
  - Result Code SC0150 open-enrolled in - positive amount
  - Result Code SC0160 open enrolled out – negative amount

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Non Open-Enrollment Transfers

- CTEA-000 CTE FTE Detail Report
  - First filter on Fund Pattern Codes CTID, CTOP, CTVC, and SPCO
  - Add filter in Inclusion Code Column – NONE to match to Result Code SC0170 ~OR~
  - Add filter in Inclusion Code Column – FULL to match to Result Code SC0180
  - Sum the Adjusted FTE by CTE Fund Category
- CTEA-009 CTE FTE Daily Summary Report – Transfers
  - Result Code SC0170 non open-enrolled in- positive amount
  - Result Code SC0180 non open-enrolled out - negative amount

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Community School/STEM Transfers

- CTEA-000 CTE FTE Detail Report
  - Filter on Fund Pattern Codes COMM and STEM
  - Sum Adjusted FTE by CTE Fund Category
- CTEA-009 CTE FTE Daily Summary Report – Transfers
  - Result Code SC0190 Community School/STEM educating - positive amount
  - Result Code SC0200 District of Residence – negative amount

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Quick Check

CTE FTE Daily Summary Reports are helpful to identify fluctuations in CTE FTEs that could affect funding. They can also be used to follow the flow of CTE funding based on student situations.

- Are you checking the Daily Summary reports often to avoid any negative impacts on CTE funding?
- Can you identify individual students in the Daily Summary reports by filtering the CTE FTE Detail Report?
- Are you sharing these reports with others in your district?

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Summary

- CTE reports contain data to verify and issues to correct
- The troubleshooting process requires interaction between the CTE FTE Detail Report and the error reports
- Use the CTE FTE Summary Reports to verify data and to compare data from previous versions of the reports
- Confirm that corrections have been made in the source system and that new EMIS data has been submitted in order for CTE reports to be updated

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Resources

- http://education.ohio.gov
  - Current EMIS Manual
    - ODE Home > Topics > Data > EMIS > Documentation > EMIS Manual
  - CTE FTE Report Explanations
    - ODE Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations
  - ODE Career Tech main page
    - ODE Home > Topics > Career Tech > Resources > FY 2019 Program and Assessment Matrix
- Your ITC

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Questions?

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